



SUCCESSFUL EVENT EXECUTION CHECKLIST

Your Organization Name
Your Event Name
Your Event Dates

New Orleans Event Team
Your Event Manager & Contact Information
Your Sales Manager & Contact Information
Your Food and Beverage Manager & Contact Information



We are thrilled you have selected the New Orleans Convention Center to host your event. We are preparing for your arrival and are committed to producing a successful event. It is our intention to guide you step by step through the planning process.

We have prepared the attached checklist of items and a suggested timeline. We will be collaborating with you to work through each of the items listed to avoid surprises. The suggested checklist follows hospitality industry standards which allows for proper planning and staffing of your event.

There are substantial savings when event details are submitted 30 days in advance of your first contracted move-in date. The items highlighted in **gold** have financial savings when deadlines are met. Please consult with your Event Manager to review the savings.

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ONE YEAR PLUS

- ☐ Review Facility Use Contract and Rules & Regulations.
- ☐ Event Manager will provide the Guide to Success and the ENMCC Operational Information, Guidelines, and Policies.
- ☐ **Submit exhibit hall floor plan. A Floor plan must be submitted and reviewed by ENMCC prior to beginning exhibit sales. At 60 days out, the FINAL floor plan is required for Fire Marshal approval.**
- ☐ Discuss exhibit hall specifics and uniqueness, i.e. weight loads, sustainability, etc.
- ☐ Schedule planning site visit.
- ☐ **When event specs (including meeting room, utility orders and show management details) are submitted prior to 30 days out from first move-in date, the initial meeting room set up is waived. See Facility contract Section 3C.**
Per your Facility ENMCC agreement your first move-in date is / / .
Anticipated savings is: \$.
 - **Electrical, Plumbing, Steam, and Compressed Air to Exhibit Services.**
 - **Rigging and A/V to Production Services.**
 - **Phones and Internet to Technology Services.**
 - **Lock Changes, loading dock passes, banners, and electronic signage to Event Services.**

9 - 12 MONTHS

- ☐ Review ENMCC Guide to Success for pricing.
- ☐ Submit Event Show Logo. Format: JPG or PNG format 1080px by 1680 px
- ☐ Discuss Sponsorship and Meeting Room digital signage intentions.
- ☐ Discuss Sustainability.
- ☐ Work with Exhibit Services Manager to set up online Exhibitor Service kit.
- ☐ Submit a list of your event vendors: General Contractor, registration and lead retrieval company, security company, audio/visual and Production Company, etc.
- ☐ Discuss shuttle bus and Transportation Center (bus lot and rideshare/taxi lot) requirements.

6 - 8 MONTHS

- ☐ Submit initial Food and Beverage plan to Catering Manager. Including:
 - Food and beverage requests
 - Bag, luggage and coat check
 - Refrigerated / freezer storage
 - Concession requests
- ☐ Review Building Access Policies.
- ☐ Setup Ticketmaster, if applicable.
- ☐ **When event specs (including meeting room, utility orders and show management details) are submitted prior to 30 days out from first move-in date, the initial meeting room set up is waived. See Facility contract Section 3C.**

Per your Facility ENMCC agreement your first move-in date is / / .

Anticipated savings is: \$.

- **Electrical, Plumbing, Steam, and Compressed Air to Exhibit Services.**
- **Rigging and A/V to Production Services.**
- **Phones and Internet to Technology Services.**
- **Lock Changes, loading dock passes, banners, and electronic signage to Event Services.**

3 - 5 MONTHS

- ☐ Submit security plan to Event Manager.
- ☐ Submit Insurance Certificate to Executive Office.
- ☐ **Submit DRAFT exhibit hall floor plan for internal review. A Floor plan must be submitted and reviewed by ENMCC prior to beginning exhibit sales. At 30 days out, the FINAL floor plan is required for Fire Marshal approval.**
- ☐ Submit first DRAFT of meeting room digital signage plan.
- ☐ Submit first DRAFT of Sponsorship digital signage plan.
- ☐ Submit FINAL Food and Beverage plan to Catering Manager.
- ☐ Schedule Pre Conference, Post Conference and Daily Meetings with Event Manager.

60 DAYS

- ☐ **Submit DRAFT exhibit hall floor plan for Fire Marshal approval. At 30 days out, the FINAL floor plan is required for Fire Marshal approval.**
- ☐ Confirm Medical hours with Event Manager.
- ☐ Confirm UPS Store business hours with Event Manager.
- ☐ Review meeting room and sponsorship digital signage plan.
- ☐ Submit parking requirements and special VIP parking passes with Event Manager.
- ☐ **FINAL Hall and Ballroom Meeting, Food and Beverage floor plan for Fire Prevention Authority and ENMCC submitted to Event Manager.**
- ☐ Updated Food and Beverage plan submitted to Catering Manager.
- ☐ **Submit FINAL rental payment and any additional charges should specs not be submitted 30 days out from first move-in date per contract.**
- ☐ Submit Commissionable lobby advertising to Sales Manager.
- ☐ **When event specs (including meeting room, utility orders and show management details) are submitted prior to 30 days out from first move-in date, the initial meeting room set up is waived. See Facility contract Section 3C.**
Per your Facility ENMCC agreement your first move-in date is **__ / __ / __.**
Anticipated savings is: **\$ ____.**
 - **Electrical, Plumbing, Steam, and Compressed Air to Exhibit Services.**
 - **Rigging and A/V to Production Services.**
 - **Phones and Internet to Technology Services.**
 - **Lock Changes, loading dock passes, banners, and electronic signage to Event Services.**

30 DAYS – 2 WEEKS OUT:

- ☐ Review, approve and sign FINAL Event Plan. You will receive from Event Manager within 2 weeks after submitting Event Specs.
- ☐ Submit 90% Food and Beverage deposit to Catering Manager.
- ☐ FINAL guarantees due 5 days before first service to Catering Sales Manager.
- ☐ Submit remaining pre-event balance for Food & Beverage services.

ONSITE AND POST EVENT

- ☐ Schedule and attend the Post Convention Meeting.
- ☐ Verify net square footage of sold exhibit space and sold commissionable advertising.
- ☐ Review, approve and sign FINAL Event Plan with onsite additions.
- ☐ Review FINAL billing and remit payment.
- ☐ Complete Post-Event Survey.